

July 29, 2011

Dear Board and Commission Members:

On July 7, 2011, the City Council met with the chairs of the City's advisory boards and commissions. The purpose of the meeting was to share the advisory group work plans and present how they relate to the overall 2011 City work plan and the City Council goals. The meeting also included a discussion of City Council/board and commission relations and how they can best support one another. We wanted to share the materials that were distributed at the meeting and to provide a summary of the discussion. The following link will take you to the City Council's web page where we have posted materials from the meeting including:

www.kirklandwa.gov/depart/council

(Select "Materials from Joint Meeting" under Related Links)

- Meeting Agenda
- City Council Goals
- City Manager's PowerPoint Presentation highlighting the City's 2011 work plan
- A Master Work Plan Matrix that summarizes the board and commission work plans and the overall City work plan which are both cross-referenced to the Council goals
- Discussion notes summarizing participation comments and action items from the July 7 meeting
- Draft Code of Conduct

During the meeting, the status of the draft **Code of Ethics** and **Code of Conduct** was presented since these would apply to board and commission members. At their July 19 meeting, the City Council approved the draft **Code of Conduct** and asked that it be shared with board and commission members for review and comment. A copy of the draft Code of Conduct is attached to this email. The City Council will finalize and formally adopt the Code of Conduct in September. The Code of Ethics is still in development and will be available for review at a later date. In the meantime, **if you have comments or questions about the draft Code of Conduct** you can email Marilynne Beard, Assistant City Manager at mbeard@kirklandwa.gov or call her at (425) 587-3008. Once the Code of Conduct is finalized and adopted, the City Council and board and commission members will sign the document.

On behalf of the City Council and myself, I would like to extend our thanks to everyone who participated in the July 7 meeting and express our appreciation for the hard work and dedication of all of our board and commission members.

Kurt Triplett
City Manager

cc: City Council



CITY OF KIRKLAND

CITY COUNCIL

Joan McBride, Mayor • Penny Sweet, Deputy Mayor • Dave Asher • Jessica Greenway
Doreen Marchione • Bob Sternoff • Amy Walen • Kurt Triplett, City Manager

Vision Statement

*Kirkland is an attractive, vibrant, and inviting place to live, work and visit.
Our lakefront community is a destination for residents, employees and visitors.
Kirkland is a community with a small-town feel, retaining its sense of history,
while adjusting gracefully to changes in the twenty-first century.*

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AGENDA

KIRKLAND CITY COUNCIL SPECIAL MEETING

Peter Kirk Room
Thursday, July 7, 2011
7:00 p.m.

COUNCIL AGENDA materials are available on the City of Kirkland website www.kirklandwa.gov, or at the Public Resource Area at City Hall on the Friday afternoon prior to the City Council meeting. Information regarding specific agenda topics may also be obtained from the City Clerk's Office on the Friday preceding the Council meeting. You are encouraged to call the City Clerk's Office (425-587-3190) or the City Manager's Office (425-587-3001) if you have any questions concerning City Council meetings, City services, or other municipal matters. The City of Kirkland strives to accommodate people with disabilities. Please contact the City Clerk's Office at 425-587-3190, or for TTY service call 425-587-3111 (by noon on Monday) if we can be of assistance. If you should experience difficulty hearing the proceedings, please bring this to the attention of the Council by raising your hand.

1. *CALL TO ORDER*
2. *ROLL CALL*
3. Joint Meeting with City of Kirkland Boards and Commissions Chairs
4. *ADJOURNMENT*



CITY OF KIRKLAND

CITY COUNCIL GOALS

The purpose of the City Council Goals

is to articulate key policy and service priorities for Kirkland. Council goals guide the allocation of resources through the budget and capital improvement program to assure that organizational work plans and projects are developed that incrementally move the community towards the stated goals. Council goals are long term in nature. The City's ability to make progress towards their achievement is based on the availability of resources at any given time. Implicit in the allocation of resources is the need to balance levels of taxation and community impacts with service demands and the achievement of goals.

In addition to the Council goal statements, there are operational values that guide how the City organization works toward goal achievement:

- **Regional Partnerships** – Kirkland encourages and participates in regional approaches to service delivery to the extent that a regional model produces efficiencies and cost savings, improves customer service and furthers Kirkland's interests beyond our boundaries.
- **Efficiency** – Kirkland is committed to providing public services in the most efficient manner possible and maximizing the public's return on their investment. We believe that a culture of continuous improvement is fundamental to our responsibility as good stewards of public funds.
- **Accountability** – The City of Kirkland is accountable to the community for the achievement of goals. To that end, meaningful performance measures will be developed for each goal area to track our progress toward the stated goals. Performance measures will be both quantitative and qualitative with a focus on outcomes. The City will continue to conduct a statistically valid citizen survey every two years to gather qualitative data about the citizen's level of satisfaction. An annual Performance Measure Report will be prepared for the public to report on our progress.
- **Community** – The City of Kirkland is one community composed of multiple neighborhoods. Achievement of Council goals will be respectful of neighborhood identity while supporting the needs and values of the community as a whole.

The City Council Goals are dynamic.

They should be reviewed on an annual basis and updated or amended as needed to reflect citizen input as well as changes in the external environment and community demographics.

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NEIGHBORHOODS

The citizens of Kirkland experience a high quality of life in their neighborhoods.

Council Goal: Achieve active neighborhood participation and a high degree of satisfaction with neighborhood character, services and infrastructure.

PUBLIC SAFETY

Ensure that all those who live, work and play in Kirkland are safe.

Council Goal: Provide for public safety through a community-based approach that focuses on prevention of problems and a timely response.

HUMAN SERVICES

Kirkland is a diverse and inclusive community that respects and welcomes everyone and is concerned for the welfare of all.

Council Goal: To support a coordinated system of human services designed to meet the special needs of our community and remove barriers to opportunity.

BALANCED TRANSPORTATION

Kirkland values an integrated multi-modal system of transportation choices.

Council Goal: To reduce reliance on single occupancy vehicles.

PARKS, OPEN SPACES AND RECREATIONAL SERVICES

Kirkland values an exceptional park, natural areas and recreation system that provides a wide variety of opportunities aimed at promoting the community's health and enjoyment.

Council Goal: To provide and maintain natural areas and recreational facilities and opportunities that enhance the health and well being of the community.

DIVERSE HOUSING

The City's housing stock meets the needs of a diverse community by providing a wide range of types, styles, sizes and affordability.

Council Goal: To ensure the construction and preservation of housing stock that meet a diverse range of incomes and needs.

FINANCIAL STABILITY

Citizens of Kirkland enjoy high-quality services that meet the community's priorities.

Council Goal: Provide a sustainable level of core services that are funded from predictable revenue.

ENVIRONMENT

We are committed to the protection of the natural environment through an integrated natural resource management system.

Council Goal: To protect our natural environment for current residents and future generations.

ECONOMIC DEVELOPMENT

Kirkland has a diverse, business-friendly economy that supports the community's needs.

Council Goal: To attract, retain and grow a diverse and stable economic base that supports city revenues, needed goods and services and jobs for residents.

DEPENDABLE INFRASTRUCTURE

Kirkland has a well-maintained and sustainable infrastructure that meets the functional needs of the community.

Council Goal: To maintain levels of service commensurate with growing community requirements at optimum life-cycle costs.



Kirkland City Council Joint Meeting with Advisory Board and Commission Chairs

July 7, 2011



Agenda

- Introduction of City Council Goals
- Overview of 2011 Citywide work plan
- Update on ethics policy
- Highlights of Board and Commission work plans
- Discussion
 - City Council/Board and Commission relations
 - Recruitment of new members



City Council Goals

- Purpose: Articulate key policy and service priorities for the City.
- Values

 - Regional partnerships
 - Efficiency
 - Accountability
 - Community



City Council Goals

10 Goals Areas

- Neighborhoods
- Public Safety
- Human Services
- Balanced Transportation
- Parks, Open Spaces and Recreation
- Diverse Housing
- Financial Stability
- Environment
- Economic Development
- Dependable Infrastructure

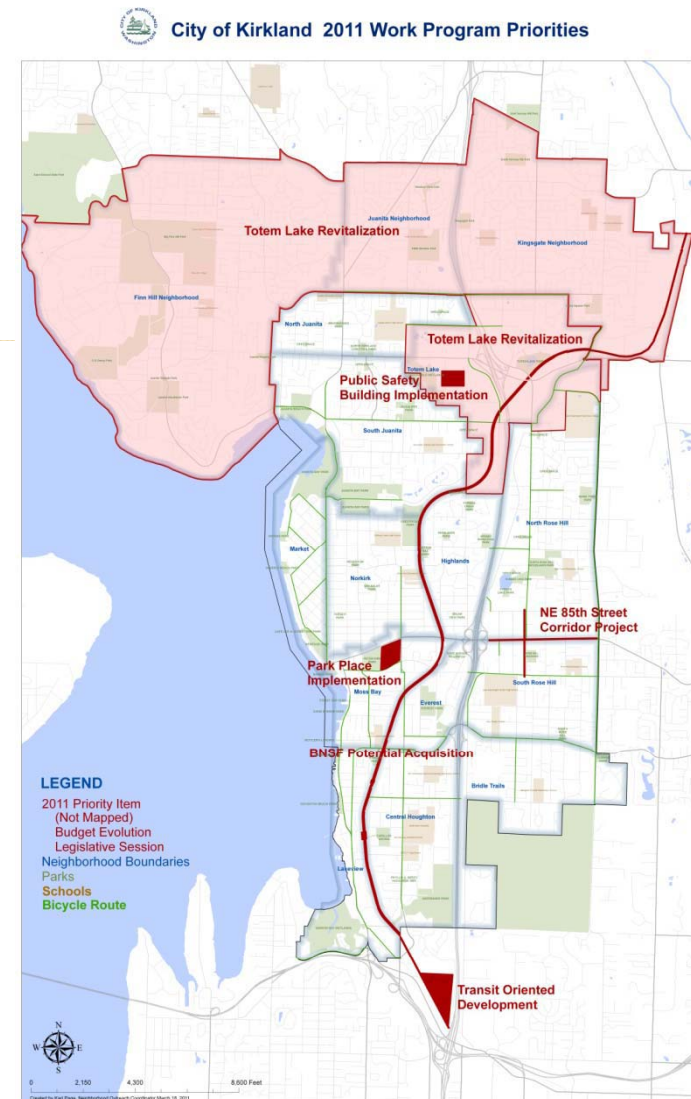


City Manager Listening Tour Themes

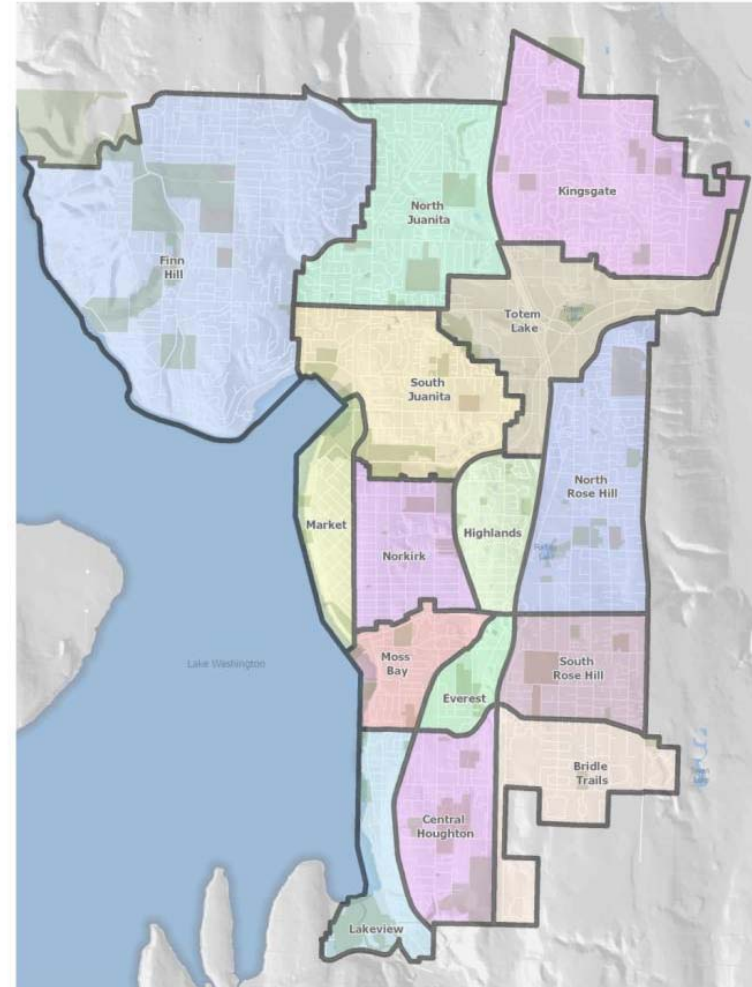
- Successfully annex Juanita, Finn Hill and Kingsgate neighborhoods
- Spur job growth and economic development
- Retain a high quality of life in the midst of the recession
- Provide efficient, cost effective services to an informed and engaged public

2011 Citywide Work Plan

- Adopted by Council February 2, 2011
- Summary of what should be achieved in 2011
- Reflects key initiatives and City Manager listening tour
- Involves cross-departmental efforts



Successfully Annex the Finn Hill, Juanita and Kingsgate Neighborhoods



Actively Engage in the 2011 State Legislative Session



Washington State Governor Chris Gregoire signs SB 5505.

20110512-0022 W/Senate AB

Revitalize the Totem Lake Business District



 Totem Lake
ON TRACK
April 2011

BUSINESS HIGHLIGHT:

*Rairdon's
Fiat of Kirkland*

Only 130 of Chrysler's dealers were selected to carry Fiat automobiles and Greg Rairdon is pleased and proud to announce that he is one of them. Fiat of Kirkland will be opening in the spring of 2011 and will sell the Fiat 500, a minicar featuring a 1.4 liter 100 horsepower engine.

Totem Lake Action Plan: Council Sets Priorities for Work Plan

At its April 5, 2011 meeting, the City's Park Board has been

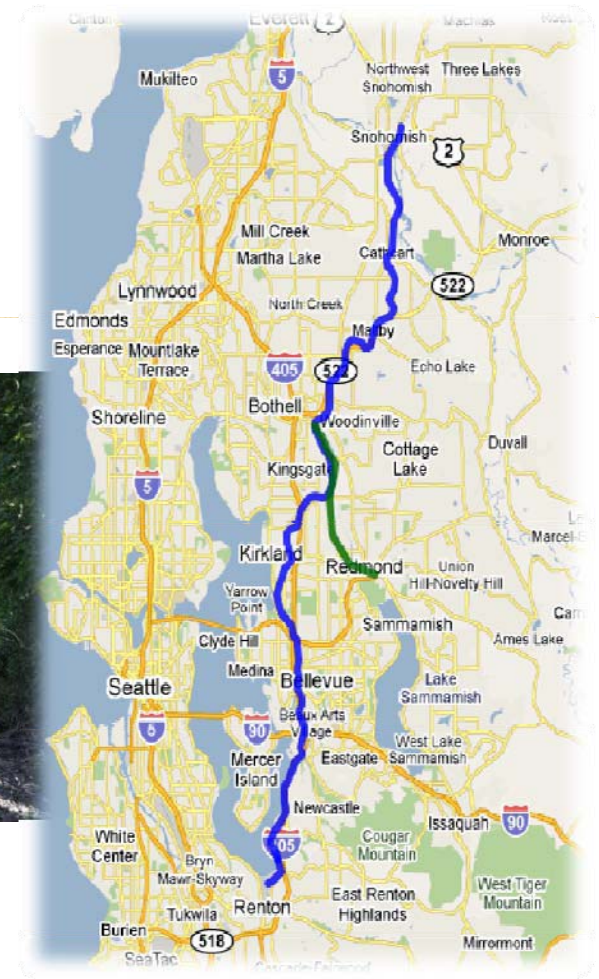
Complete a Development Agreement for the Parkplace Redevelopment



Complete Design and Permitting for the Public Safety Building



Complete Due Diligence for Possible Purchase of the BNSF Rail Corridor in Kirkland



Develop Zoning Regulations for Transit Oriented Development at the South Kirkland Park and Ride



Complete Property Acquisition and Phase I Utility Undergrounding for the NE 85th Street Corridor Project



Phase I

• NE 85th Street Intersection Improvements

- 114th Ave NE: install additional southbound 114th Ave NE to eastbound NE 85th St left turn lane.
- 124th Ave NE: add traffic island at NE 124th Ave NE for future eastbound to northbound turn lane.
- 132nd Ave NE: add northbound 132nd Ave to eastbound NE 85th St right turn lane.

Phase 2

• Undergrounding Powerlines

- 120th Ave NE to 128th Ave NE: underground utility wires.
- 128th Ave NE to 132nd Ave NE: install conduit for future undergrounding of utility wires.

Phase 3

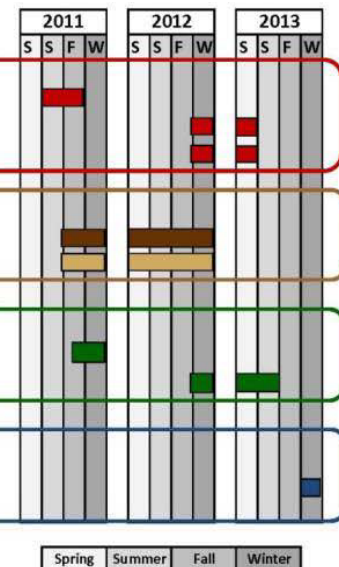
• Sidewalks with landscape planter strips where there are none

- 124th Ave NE: provide continuous sidewalks on both sides of 124th Ave NE between NE 80th St and NE 90 St.
- NE 85th St: provide continuous sidewalk on both sides of NE 85th Street between 120th Ave NE and 132nd Ave NE.

Phase 4

• Resurface Street

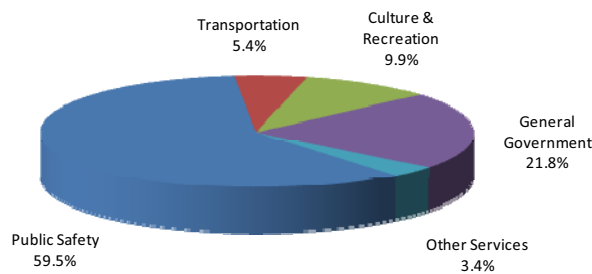
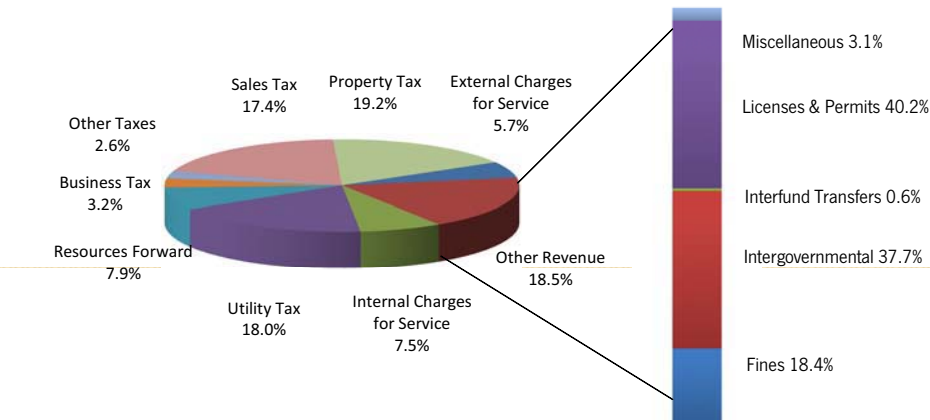
- NE 85th Street Corridor: preserve the City's infrastructure and reduce costly repairs by overlaying St.



Explore New Revenue Options Authorized by the State Legislature or Requiring Voter Approval



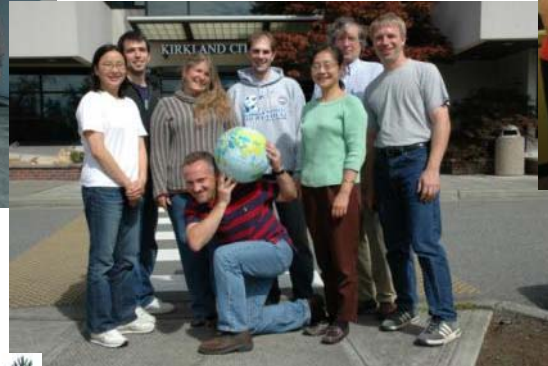
Evaluate Kirkland's Budget Development Process to Ensure an Engaged Public



Successfully Resolve Each of the Five Collective Bargaining Agreements



Develop Partnership Initiatives with Employees to Achieve Sustainable Wages and Benefits





Ethics Code and Code of Conduct

- Applies to City Council and Boards and Commissions
- Revisions currently under consideration by the City Council
- Interim direction
 - Contract with an external agency for ethics board services
 - Adopt a code of conduct
- Ethics code adoption estimated for September
- Training to be provided



Board and Commission Joint Efforts

- Annexation support
- Implementation of transportation principles
- Comprehensive Plan amendments and updates
- Neighborhood plans
- Totem Lake revitalization
- Economic development and tourism
- Eastside rail corridor
- Support for legislative agenda
- Environmental initiatives



Discussion Questions

- How can the City's advisory groups best support the City Council?
- How can the City Council best support the work of the advisory groups?
- How do we encourage people to serve on boards and commissions?

City, Boards & Commissions Work Plans and City Council Goals

City, Boards and Commissions	City Council Goal Areas									
	Neighborhoods	Public Safety	Human Services	Balanced Transportation	Parks, Open Spaces, and Recreation	Diverse Housing	Financial Stability	Environment	Economic Development	Dependable Infrastructure
1. Citywide Work Plan										
Successfully annex the neighborhoods of Juanita, Finn Hill and Kingsgate										
Actively engage in the 2011 State Legislative session		X	X	X	X	X	X	X	X	X
Revitalize the Totem Lake Business District	X								X	
Complete a development agreement and facilitate permitting of Parkplace									X	
Complete the design and permitting of the Public Safety Building		X								
Complete due diligence for potential purchase of the BNSF rail corridor within Kirkland				X	X			X		
Develop zoning regulations to support Transit Oriented Development at the South Kirkland Park and Ride	X			X		X		X		
Complete property acquisition and Phase 1 utility undergrounding for the NE 85th Street Corridor	X			X					X	X
Explore new revenue options authorized by the State Legislature or requiring voter approval							X			
Evaluate Kirkland’s budget process to ensure an engaged public and Council’s desired outcomes							X			
Successfully resolve five collective bargaining agreements		X					X			X
Develop partnership initiatives with employees to achieve sustainable wages and benefits		X					X			X
2. Parking Advisory Board										
Implement automated license plate reader system to help with enforcement		X					X			
Consider pricing policy for special events as well as other variable pricing scenarios							X		X	
Reconsider expansion of pay parking as a revenue source for expanding supply				X			X		X	
Re-examine parking requirements of new building (deferred after conferring with Planning Commission)						X			X	

City, Boards & Commissions Work Plans and City Council Goals

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	Neighborhoods	Public Safety	Human Services	Balanced Transportation	Parks, Open Spaces, and Recreation	Diverse Housing	Financial Stability	Environment	Economic Development	Dependable Infrastructure
3. Transportation Commission										
Develop Eastside Rail Corridor trail strategic plan	X			X	X			X		
Complete Transportation Planning for new neighborhoods	X			X						X
Develop new level of service standards aligned with Transportation principles	X			X					X	X
Develop goals and prioritization system for project categories				X			X			X
Develop strategies for linking pollution, climate change and health into Comprehensive Plan policies				X				X		
Conceptualize and propose Lake Washington Boardwalk project				X	X			X		
Monitor <ul style="list-style-type: none">SR 520 Eastside project/tollingI-405 Express toll lanes/NE 116th constructionMetro and Sound Transit service planningTransportation investments needed for development of Totem Lake				X					X	X
4. Planning Commission										
Annual Comprehensive Plan Update <ul style="list-style-type: none">Develop annexation zoningDevelop annexation neighborhood boundariesUpdate capital facilities plan	X			X	X	X		X	X	X
Complete Growth Management required Comprehensive Plan update <ul style="list-style-type: none">New vision statementRevised land use and capacity analysisUpdated transportation network and project listUpdated level of service standardsUpdated Capital Facilities Element and Transportation ElementRevised impact fee programEnvironmental impact statement	X			X	X	X	X	X	X	X

City, Boards & Commissions Work Plans and City Council Goals

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4. Planning Commission, <i>continued</i>										
Develop amendments to the Comprehensive Plan that support transportation principles and policies				X				X		
Process private amendment requests										
Complete Lakeview and Houghton neighborhood plans	X			X	X	X		X	X	X
Conduct an assessment of the neighborhood planning process	X						X			
Process miscellaneous code amendments <ul style="list-style-type: none">Regulations and standards regarding electric vehicle infrastructure	X							X	X	
Identify zoning code amendments needed to promote Totem Lake revitalization	X						X		X	
Develop zoning amendments for the Central Business District to allow flexibility ground floor uses	X								X	
Develop zoning regulations and design guidelines for the South Kirkland Park and Ride transit oriented development	X			X		X		X	X	X
Develop shoreline master program for the annexation area (completed)	X							X		
Develop Green code amendments that encourage low-impact development								X		
Update critical areas regulations					X			X		
5. Design Review Board										
Review new development projects within Kirkland’s design districts <ul style="list-style-type: none">Totem Lake Mall Master PlanParkplaceTotem Station Mixed Use Project	X						X		X	

City, Boards & Commissions Work Plans and City Council Goals

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	Neighborhoods	Public Safety	Human Services	Balanced Transportation	Parks, Open Spaces, and Recreation	Diverse Housing	Financial Stability	Environment	Economic Development	Dependable Infrastructure
6. Park Board										
Implement Juanita Beach Master Plan					X					
Develop renovation plan for Waverly Beach Park					X					
Develop an off-leash dog area in Kirkland					X					
Implement Forbes Lake Park development plan					X					
Develop renovation plan for Spinney Homestead Park					X					
Evaluate opportunities for expanded parks and open spaces in the Totem Lake Business District	X				X				X	
Implement the Green Kirkland 20-year Plan								X		
Repair/replace deteriorating park amenities									X	X
Minimize negative impacts to parks and park users due to budgetary reductions					X					X
Continue preparation for assumption of County-owned parks and services in the annexation area					X					
Support legislative agenda of the City and the Washington Parks and Recreation Association					X					
Complete a business plan for Marina Park					X		X		X	
Plan for a possible future park bond and maintenance levy					X		X	X		X
Encourage appropriate use of park facilities for community events					X		X		X	
Implement new Joint Use Agreement with Lake Washington School District					X					
Re-assess project goals and implementation strategy for an indoor recreation space					X					
Acquire land for community park and/or open space					X			X		
Acquire the Eastside Rail Corridor	X			X	X			X		

City, Boards & Commissions Work Plans and City Council Goals

[illegible]

City, Boards & Commissions Work Plans and City Council Goals

[illegible]

City, Boards & Commissions Work Plans and City Council Goals

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	Neighborhoods	Public Safety	Human Services	Balanced Transportation	Parks, Open Spaces, and Recreation	Diverse Housing	Financial Stability	Environment	Economic Development	Dependable Infrastructure
11. Senior Council										
Promote the Kirkland Senior Council throughout the community: <ul style="list-style-type: none">Promote the “Falling into Fitness” videoDevelop information PowerPoint presentation about KSCContinue to distribute vial of lifeUpdate volunteerism brochureProvide promotional materials at local eventsMaintain KSC web page		X	X							
Advocate for residential options for older adults in the community <ul style="list-style-type: none">Work with agencies to incorporate universal design into affordable housing constructionParticipate in STOP program to create a database of housing options for seniors			X			X				
Initiate and support efforts to improve transportation for older adults <ul style="list-style-type: none">Work with local transportation providers to improve options for seniors and people with disabilitiesInitiate travel ambassador program at Peter Kirk Community Center			X	X	X	X				
Explore, recommend and initiate new programs for the Kirkland Senior Council <ul style="list-style-type: none">Work on senior legislative issuesCoordinate with Eastside Councils and Eastside Human Services ForumAdvocate for senior issues with the Kirkland City Council			X							
Increase visibility of the Kirkland Senior Council in the community and in government <ul style="list-style-type: none">Participate in the Evergreen Disaster FairParticipate in annexation celebration eventsRecruit new membersSupport Kirkland Steppers ProgramHold senior art showParticipate in the Kirkland Health FairParticipate in the 4th of July Parade		X	X							
Represent senior needs at neighborhood and other community/civic meetings and special events <ul style="list-style-type: none">Participate in local neighborhood association meetings and other community/civic meetings			X							

City Council Meeting with Board & Commission Chairs

Facilitator's Notes

Meeting: July 7, 2011 Kirkland City Hall 7-9 p.m.

Facilitator: Marie Stake

Participants:

- City Council: Mayor McBride, Council Member Asher, Council Member Greenway, Council Member Sternoff, Council Member Marchione
- Chairs: Jay Arnold, Planning Commission; Amy Whittenburg, Cultural Council; Erik Mott, Design Review Board; Ramos Santiago, Human Services Advisory Committee; "A" Liengboonlertchai, Parking Advisory Board; Robert Kamuda, Park Board; Kathy Iverson, Senior Council; Donald Samdahl, Transportation Commission; Jasmine Clark, Youth Council; Ellen Miller-Wolfe on behalf of Tourism Development Committee
- Staff: Kurt Triplett, City Manager; Eric Shield, Director, Planning & Community Development Department (PCD); Paul Stewart, Deputy Director, PCD; Jeremy McMahan, Planning Supervisor, PCD; Ray Steiger, Director, Public Works Department; Dave Godfrey, Public Works Department and Jenny Schroder, Director, Parks & Community Services Department

Attachments:

- Consolidated Board/Commission Work Plan
- City Manager's PowerPoint

[To view meeting online](#)

Facilitated Discussion Overview

Following a welcome by Mayor McBride and a quick review by Kurt Triplett of the consolidated work plans from the participating boards and commissions and an overview of the 2011 Work Program the following questions were facilitated for group discussion:

- I. How can the City Council best support the City's advisory groups?
- II. How can the advisory groups best support the City Council?
- III. How best to encourage people to serve on a City board or commission?

I. How can City Council best support the City's advisory groups?

Discussion

- Council support is greatly appreciated (K. Iverson, Senior Council)
 - When Council supports a legislative issue
 - When Senior Council coordinates with other cities
 - When Senior Council sends letters of support
- Council communication to Board is appreciated (E. Mott, Design Review Board)
 - Appreciated City Attorney support to DRB

- Clear direction from Council on policy and direction is helpful (J. Arnold, Planning Commission)
 - Helps Planning Commission to make better recommendations to the Council
 - Early and more frequent check ins with the Council helps
 - More dialog between Council and Commission is helpful
 - Helpful to know Council priorities
- Feedback on Work Plans would be helpful (B. Kamuda, Park Board)
- Council direction received on Eastside Rail Corridor Interest Statement was helpful (D. Samdahl, Transportation Commission)
- Early check ins with Council will help develop recommendations (A. Liengboonlertchai, Parking Advisory Board)
 - Council Member Marchione mentioned that PAB is one of the boards that meets with a City Council committee
- Youth Council appreciates the Council's support of its program (J. Clarke, Youth Council)
 - Youth Council meets with City Manager
- Council attendance at Cultural Council events is encouraged (A. Whittenburg, Cultural Council)
 - Appreciate the philosophical support of council; recognizes the financial support is limited
 - Appreciate council members who participated in CACHET events
 - Council members are invited to attend Cultural Council meetings
 - Encouraged Council members to keep the Cultural Council in their conversations
- Tourism Development Committee (formerly Lodging Tax Advisory Committee) appreciates when Council Members attend committee events (E. Miller-Wolfe, staff liaison to Committee)
 - Committee is chaired by Deputy Mayor Sweet
 - Committee hopes Council Members can use TDC members as advisors for tourism issues
 - Happy to give Council Members tourism materials when they travel.
- Concern that Boards/Commissions "go down a road" because the Council hasn't communicated enough (Council Member Sternoff)
- Concern that Council should not interfere with work of boards and commissions (Mayor McBride)
 - Board/Commission members are welcome to address the Council at meetings, write council members, or contact them
 - Likes receiving annual reports from boards and commissions
- Appreciated the non-traditional public comment (public involvement) techniques used as Planning Commission worked on regulations for So. Kirkland Park & Ride (J. Arnold)
- K. Iverson stated the Senior Council is doing outreach in the new neighborhoods (annexation area).

Ways to Coordinate

- K. Iverson suggested that the Transportation Commission get involved with the Senior Council on the Easy Riders Program

- D. Samdahl suggested bringing in Park Board and Youth Council with work on the Eastside Rail Corridor
 - Council Member Sternoff: How did Corridor move from a Park Board work item to a Transportation Commission work item?
 - K. Triplett addressed how the purchase of the corridor could be achieved
- E. Mott suggested it would be helpful for the DRB to be informed about code amendments the Planning Commission is considering

Suggested Action/Follow Up Items

- Council Member Greenway suggested that Council members attend board and commission meetings.
 - This suggested received support from several Chairs
 - 1-2 Council Members could attend
- Provide Board/Commission roster to Council Members
- Council Member Asher suggested video taping & broadcasting board and commission meetings but recognized costs involved

II. How can the City's advisory groups best support the City Council?

Discussion

- Board/commission reports are thorough (Council Member Marchione)
- Board/commissions see policy once it's passed by Council; not sure communication between the two is what it could be. Feedback on how the policy is working would be helpful. (Council Member Asher)
- Board/Commission members are encouraged to be proactive (Council Member Greenway)
 - Appreciates when Chair of Board/Commission is at the Council meeting when topic is discussed and when Chair gives the presentation
- Appreciates the positive working relationship between Chairs, board/commission, and staff. (Mayor McBride)
 - Don't want to ask of you more than you can give
 - Wants boards/commissions to know that Council is serious about the 2011 Work Program
- Keep annexation area in mind when you're developing work plans (Council Member Asher)

Ways to Coordinate

- Suggestion to check in the board/commission before policy is enacted (Council Member Sternoff)

Suggested Action/Follow Up Items

- Council presence at board/commission meetings (Council Member Asher)
 - Formal = invite all Council members
 - Informal = Council member can drop in
 - "Teams" could attend meetings (A. Whittenburg)

III. How can we encourage people to serve on boards and commissions?

Discussion

- Recruited by (former) Mayor (R. Santiago)
 - Glad to see that annexation residents were allowed to serve on committee
- Experience (on Youth Council) is a good "college builder" (J. Clarke)
 - KYC puts on T-shirts and reaches kids where they hang out
 - Seeing younger members join
- Transportation Commission will attend neighborhood association meetings (D. Samdahl)
- Is requiring a professional qualification a barrier? (Mayor McBride)
 - Parking Advisory Board hasn't had trouble recruiting
- Difficult to help promote vacancies when timeframe to apply is short or when notice comes late (J. Clarke; R. Santiago)
- Appreciated having annexation residents be allowed to serve; hate to see them go away (J. Arnold)
- Appreciated having alternate that could fill a vacancy (J. Arnold)
- Would like to see incumbents identified in recruitment process (R. Santiago)

Ways to Coordinate

- Have experienced trouble recruiting for youth position on commission (D. Samdahl)
 - Maybe more interface with Youth Council
 - Include Youth Council on recruitment list serv (Council Member Asher)

Suggested Action/Follow Up Items

- Newsletter to advertise openings and what board/commissions do (E. Mott)
- Consider permanently expanding the number of seats on those boards/commissions that had temporary annexation representatives (Council Member Asher, B. Kamuda)
- Re-examine appointment process; including incumbent (Mayor McBride, Council Member Marchione)
- Revisit Board/Commission orientation (Mayor McBride)
 - New members receive it; Members who are appointed to fill an incomplete term do not.
- Copy of Code of Ethics should be provided to board and commission members (Mayor McBride)

Other Thoughts

- How will board/commission get Council feedback on Work Plans? (D. Samdahl)
 - Need to give formal reply on work plans (Council Members Asher, Greenway)

**CITY OF KIRKLAND
CODE OF CONDUCT
Revised July 7, 2011**

The Code of Conduct is supplemental to the Kirkland Municipal Code and the Code of Ethics and applies to the City Council and all members of City advisory boards and commissions. The Code of Conduct describes how Kirkland officials treat each other and work together for the common good of the community. Conducting the City's business in an atmosphere of respect and civility is the underlying theme in this code. City Officials are responsible for holding themselves and each other accountable for displaying actions and behaviors that consistently model the ideals expressed in the code.

Implicit in the Code of Conduct is recognition of the worth of individual members and an appreciation for their individual talents, perspectives and contributions. The Code will ensure an atmosphere where individual members, staff and the public are free to express their ideas and work to their full potential.

As a City Official of the City of Kirkland, I agree to these principles of conduct:

We consistently demonstrate the principles of professionalism, respect and civility in working for the greater good of Kirkland.

We assure fair and equal treatment of all people.

We conduct ourselves both personally and professionally in a manner that is above reproach.

We refrain from abusive conduct, personal charges or verbal attacks on the character or motives of Council members, commissioners, staff and the public.

We take care to avoid personal comments that could offend others.

We show no tolerance for intimidating behaviors.

We listen courteously and attentively to all public discussions and treat all people the way we wish to be treated.

We serve as a model of leadership and civility to the community.

Our actions inspire public confidence in Kirkland government.

Keeping in mind the common good as the highest purpose, we will focus on holding efficient meetings that achieve constructive solutions for the public benefit.

We work as a team to solve problems and render decisions that are based on the merits and substance of the matter.

We respect differences and views of other people.

We adhere to the principles and laws governing the Council/Manager form of government and treat all staff with respect and cooperation.

We will refrain from interfering with the administrative functions and professional duties of staff.

We will not publicly criticize individual staff but will privately communicate with City Manager any concerns about a Department or Department Head or staff person.

We will refrain from negotiating or making commitments without the involvement and knowledge of City Manager.

We will work with staff in a manner that consistently demonstrates mutual respect.

We will not discuss personnel issues, undermine management direction, or give or imply direction to staff.

We will communicate directly with the City Manager or department directors when asking for information, assistance or follow up.

We will not knowingly blindside one another in public and will contact staff prior to a meeting with any questions or issues.

We will not attend City staff meetings unless requested by staff.

I acknowledge that I have received this Code of Conduct

Name

Date

DRAFT